



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	082-14	<b>ISSUE DATE:</b>	June 26, 2014
<b>TITLE:</b>	<b>BUILDING MANAGEMENT SERVICES SPECIALIST 3</b>	<b>CLOSING DATE:</b>	July 10, 2014
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Facilities 50 East State Street Trenton, NJ 08901		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P21
<b>DISTRIBUTION:</b>	DEPARTMENT WIDE	<b>SALARY:</b>	\$ 50,643.69 - \$ 71,698.74

**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under general supervision of a Building Management Services Specialist 1 or other supervisory officer in a state department, institution, or agency, completes less complex analytical or professional work of average difficulty required to provide or support the provision of building management, maintenance, security, service and/or renovation programs; does related work as required.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs and/or special building service programs, security, or a related field.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**NOTE:** A Master's degree in Business Administration, Public Administration, or closely related area may be substituted for one (1) year of the experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### Electronic Filing:

Forward a cover letter and resume electronically to:

[Jennifer.Dowd@dcf.state.nj.us](mailto:Jennifer.Dowd@dcf.state.nj.us)

Include the Job Posting # in the subject line of your email.

### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Andrea Maxwell, Manager 1 Human Resources  
Department of Children and Families  
Office of Human Resources  
P. O. Box 717  
Trenton, NJ 08625**